

10 August 1959

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-31 July 1959

1. Processing Volume

- a. The Cable Secretariat reproduced and disseminated 11,968 cables; 4,701 OUT cables, 1,091 TDs and 973 miscellaneous items for a total of 18,733 work items for the month of July 1959. This represents a decrease of 267 items or 1% less than the 1958 monthly average of 19,000 work items.
- b. Cables decreased 31 or 1% below the 1958 monthly average of 16,700 cables. The July 1959 total is 484 or 3% more cables than June 1959 and 1,069 or 6% less cables than July 1958.
- c. TDs decreased 31 or 3% below the 1958 monthly average of 1,122 TDs.
- d. We processed an average of 786 cables Monday through Friday, 411 on Saturday and 98 on Sunday.
- e. 803 cables or 5% of all cables processed were furnished to the Director as compared to 1,067 or 6.5% for June 1959.

2. PERSONNEL

- a. We are still three short of our ceiling strength of [REDACTED]. The Office of Personnel is aware of our shortage and is doing all it can to keep us fully staffed.
- b. I will be on Annual leave from 10-21 August and from 24-28 August will attend the American Management Association Orientation Seminar on "Surveying Cost Reduction Opportunities and Techniques in Office Operations" at Colgate University. [REDACTED] will be on Annual leave from 10-14 August and Mr. [REDACTED] will be in charge.

3. GENERAL

The Cable Secretariat has agreed to include [REDACTED] in the test in which flexowriter tapes containing intelligence information reports

are air mailed to Headquarters and processed by the Cable Secretariat in the same manner as though they had been sent electrically. Volume of this material continues at a low level and we are handling it without difficulty.


Cable Secretary

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